



**DEPARTMENT OF ENERGY**

**PRINCETON SITE OFFICE**

**BUSINESS MANAGEMENT PROCEDURE**

**PROCEDURE 1-9**

**TRACKING FREEDOM OF INFORMATION ACT (FOIA)  
REQUESTS**

**REVISION 4**

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Date Issued APRIL 2006

ANNUAL REVIEW	
<u>Reviewer</u>	<u>Date</u>
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**TRACKING FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**  
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## **TRACKING FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

### **PURPOSE**

To establish a procedure for the tracking of FOIA requests being processed by the Chicago Office (CH) Princeton Site Office (PSO).

### **2.0 SCOPE**

This procedure applies to all PSO personnel.

### **RESPONSIBILITIES AND AUTHORITIES**

The Manager of the Princeton Site Office is the Authorizing Official that will approve all actions relating to FOIA requests submitted to PSO for response. The Manager of CH will approve any denials in whole or in part. The Business Management Team will be responsible for tracking the processing of all FOIA's assigned to PSO and for keeping the Authorizing Official and the CH Freedom of Information Officer [located in the General Law Division (GLD)] advised of the status of each request. (See attached Process Map, Appendix A)

### **PROCEDURES**

#### **4.1 Receipt of Requests**

- a. Requests received from the CH Freedom of Information Officer (FOIO), for which PSO will provide the response, will be processed by the assigned PSO individual who will log-in the time and date of receipt, the CH docket number and immediately hand-carry the request to the appropriate PSO Team Leader for immediate action.
- b. The assigned PSO individual will send requests received directly by PSO to the CH FOIO by FAX then by Express Mail. If the request is one for which PSO will provide the response, the assigned PSO individual will provide a copy to the appropriate PSO Team Leader. The assigned PSO individual will provide the assigned docket number to the appropriate Team Leader upon receipt from the CH FOIO. The FOIA request will be considered received for action when a docket number is assigned.

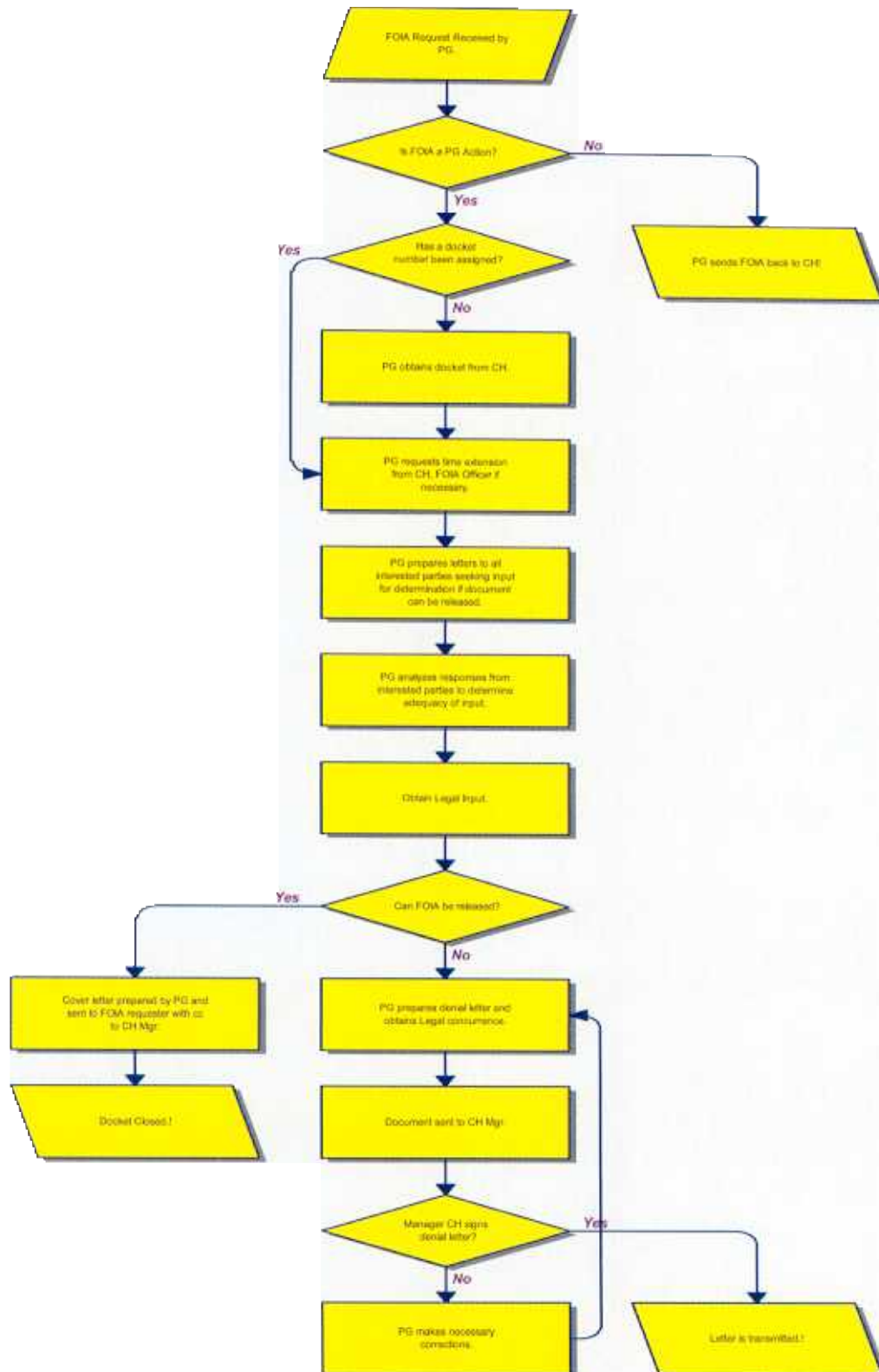
#### **4.2 Processing of Requests**

- a. Requests that will require information to be obtained from the PPPL will be assigned to the Business Management Team for processing.
- b. Each request should contain the following items:
  - 1 The request
  2. A control sheet with the following information:
    - (i) FOIA docket number (assigned by the FOIO)
    - (ii) Date the request is received by PSO
    - (iii) Date the request is assigned to the PSO Team Leader
    - (iv) Date when a response is due
  3. Responses are to be routed through the Business Management Team following CH FOIO and/or GLD concurrence. The assigned PSO individual will transmit the response to the Site Office Manager.
  4. Any time extensions to the due date are needed a written notice to the requester signed by the Site Office Manager should set forth the reasons for such extension and the date on which a determination is expected to be dispatched. The CH FOIO and/or GLD must concur in this correspondence.
  5. The responsible PSO Business Management Team handling the request will determine if the CH FOIO and/or GLD wants to forward the reply to the requester. If they do the required info will be provided to them. If they advise us to forward the reply directly to the requester we will do so sending the information certified return-receipt-requested, first class U.S. mail.
  6. Copies of all FOIA correspondence will be sent to the CH FOIO and/or, the GLD, and if the request was initially received in headquarters, a copy will be sent to the HQ FOIA specialist.

#### **5.0 REFERENCES**

- 10 CFR 1004.7  
48 CFR 24.2

## Appendix A - Freedom of Information Act



## Appendix A - Freedom of Information Act

